

The CALLIE



Issue 2, Volume 1

Fall (October), 2013

PRESIDENT'S MESSAGE



Dear Members

Can you believe it; summer is coming to an end. Where has the time gone? Most of our local schools already started in August and most of you have gone back to work for almost two months. I do hope everyone had a great summer enjoying vacation time with family and friends.

In June CAEOP had their first board meeting in Palm Springs. We had a leadership training presented by our very own Past Presidents, Becky Shipley Orr and Kathryn Miller. The training was very helpful and informative.

In July, California AEOP was well represented at the National AEOP conference in Alexandria, Virginia. Twelve members attended the conference they were: Linda Rush, Beano Cameron, Barbara Friese, Susie Martinez, Janet Davis Sylvester, Maria Gonzalez, Helen Orchard, Helen Aposhian, Stella Miyashiro, Eva Overturf, Cathy Woodruff and Maria Moroyogui. The first night of conference I had the privilege of carrying in the California State Flag. It was very exciting to represent our beautiful state. The conference was a great success. Hope to have a great representation from our state next year at the National AEOP. It will be in Portland, Oregon.

In October, the Executive Board will be meeting at next year's conference hotel. This will help the Executive Board to experience the hotel and to help make decisions on the conference. If you have any ideas of what you would like to have presented at the conference, please contact Kathryn Miller kmiller@kern.org or Beano Cameron beanocameron@att.net conference co-chairmen. Our SAVE THE DATE flyer for conference will be coming out very soon. So look for it in your email or through the postal service.



Sincerely,

Linda Rush
CAEOP President

CAEOP Mission Statement

The California Association of Educational Office Professionals is a non-profit organization that focuses on providing professional growth and training programs for non-certificated personnel and encourages its members to grow professionally to better understand their role in serving public and private educational institutions.



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“Together We Create A Better Tomorrow”

Future Events

Save the Date!



California Association of Educational Office Professionals (CAEOP)
announces the date for the

64th ANNUAL CONFERENCE

for Educational Office Professionals

Make plans NOW to attend! March 13-15, 2014

The 64th Annual Conference will provide critical professional development opportunities for the continued success of educational office professionals in California's school districts and schools.

HOTEL INFORMATION:

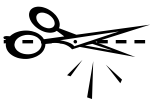
Hilton Pasadena Hotel
168 South Los Robles Avenue
Pasadena, CA 91101
Phone: 1-626-577-1000
Reservations: www.hilton.com or
1-800HILTONS

Mention CAEOP to receive conference rate.
Reservation deadline is **MONDAY, February 17, 2014** to receive negotiated conference room rate(s). Reserve now as rooms are limited. Room rates: \$119.00++ for Single or Double Occupancy
Overnight Parking: \$18.00 (Self), \$21.00 (Valet);
Daily parking rate is \$11.00

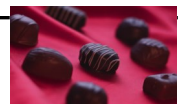
CONFERENCE INFORMATION:

For additional information about the conference, visit CAEOP's website: www.caeop.org; or contact CAEOP's Conference Registrar, Sarah Tierce, at: satierce@kern.org

IT'S TIME TO START THINKING ABOUT THE HOLIDAYS AND WHAT BETTER WAY THAN WITH SEE'S CANDY. PUT YOUR ORDER IN TODAY!



SEE'S CANDY GIFT CERTIFICATE SALE



One Pound Box = \$15.00

Name: _____

Address: _____

City/Zip: _____

Phone: _____ Check Number: _____

Quantity Ordered: _____ X \$15.00 per certificate = \$ _____



Make checks payable to CAEOP and mail order form and check to:
Barbara Friese, 2204 Avondale Drive, Bakersfield, 93306

Must be received **NO LATER THAN FRIDAY**, November 8, 2013
Certificates returned to you prior to Thanksgiving vacation
(Orders received without payment will not be processed)

Proceeds will promote CAEOP professional workshops and conferences

CAEOP ANNUAL AWARDS FOR 2014

★ EDUCATIONAL ADMINISTRATOR OF THE YEAR

★ EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR



For more information on the awards listed above please contact Debby Moore, Southern District Director, La Mesa-Spring Valley School District, 619-668-5740, by email: Debby.Moore@lmsvsd.k12.ca.us, or CAEOP web site (www.caeop.org) for information and guidelines.

★ CONNIE WILSON COMMUNITY SERVICES AWARD

★ STUDENT SCHOLARSHIP OPPORTUNITY—the 2013-14 scholarship is valued at \$1,000. More than one scholarship may be awarded.

For more information on the awards listed above please contact Debbie Blodgett, Hemet Unified School District Professional Development, 1791 W. Acacia Ave, Hemet, CA 92545, 951-765-5100 ext. 3601, by email: dblodgett@hemetUSD.k12.ca.us

Riverside County Association of Educational Office Professionals

Invites you to join us for our fall workshop: **Professionalism – “If it is to Be, It's Up to Me”**, presented by Leslie Ventuleth, an Office Professional Extraordinaire, who climbed the ladder to success by starting her 25 year career as a noon duty supervisor and worked her way up to the position of Chief Human Resources Officer. Presentation will be followed by a Professional Workplace Fashion Show.

Date: Wednesday, October 23, 2013
Time: 5:30 p.m.
Location: Sizzler Restaurant, 91 West Nuevo Road, Perris, CA 92571
Cost: \$20.00 (Non-Members) and \$18.00 (RCAEOP Members)

To register, complete the information below and send to Debbie Blodgett, c/o Hemet USD, 1791 W. Acacia Avenue, Hemet, CA 92545 Phone #: (951) 765-5100 ext. 3601 Email: dblodgett@hemetUSD.k12.ca.us

Name: _____ Phone #: _____
Email: _____
District: _____ Amount Enclosed: _____

Registration Deadline: October 18, 2013

Mark your calendar NOW! Make plans to join other office professionals from around the US

2014 NAEOP Annual Conference



Dates: July 14—17, 2014
Portland, Oregon
Doubletree by Hilton Portland
1000 NE Multnomah Street



2015 NAEOP Annual Conference

July 22—25, 2015
Buffalo, NY


More info will follow as it becomes available.

2014 ANNUAL POSTER CONTEST



THEME: "What I like Best About my School"

PROCEDURES AND GUIDELINES FOR ENTERING:

- Open to any student in Grades K-6 in a California elementary school.
- Posters should be on 9 x 12 white construction paper ONLY.
- Students should create posters using only original artwork and lettering illustrating the contest theme "What I like best about my school."
- Students should use **BOLD, BRIGHT, BRILLIANT** colors using colored pencils, pens, markers, water colors, chalk, acrylic paint, or crayons.
- Posters should be drawn horizontally. 
- No computer or trademark art, copyrighted characters, photographs, glitter, yarn, or fabric. No stenciled or manufactured stick-on or press-on letters are permitted. Entries will be disqualified.

PRIZES: Cash prizes will be awarded to 3 winners in each of the following grade divisions:

Grades K-2; Grades 3-4; Grades 5-6
1st Place: \$75 **2nd Place:** \$50 **3rd Place:** \$25

JUDGING: All posters should be judged first at the school site level. Please submit **ONLY** the top three finalists in each grade division. More than the top three finalists in each division will be disqualified.

DEADLINE: December 19, 2013. Attach the Entry Certification Form securely to the back upper right hand corner of each poster submitted. All entries become the property of CAEOP and may not be returned. Return entries to:

Sharon Callahan, Hemet Unified School District
1791 W. Acacia Avenue, Hemet, CA 92545
Phone: 951-765-5100 ext 3001
Email: scallaha@hemetUSD.k12.ca.us

NOTIFICATION: Winners will be notified in February, and honored at our Annual Conference in March.



CAEOP Poster Contest Certification/Entry Form
 Please print or type. Attach completed form to back of contest entry.

STUDENT NAME: _____

TEACHER NAME: _____ **GRADE:** _____

SCHOOL: _____ **DISTRICT:** _____

ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

PHONE: _____ **EMAIL:** _____

Artwork is certified as original. Teacher's Signature: _____

2014-2015 ELECTIONS

CAEOP Elections Committee Announces ...



NOMINATIONS FOR LEADERSHIP

This is the time of year CAEOP members should concentrate on the future of the Association, think about CAEOP's continued progress, and actively seek out members to nominate for office who will strive to work for CAEOP's success.

The Elections Committee requests that each member seriously consider those well-qualified CAEOP members who can be nominated to serve as a leader. The following offices will appear on the ballot:

- PRESIDENT ELECT
- TREASURER
- VICE PRESIDENT – INSERVICE
- CENTRAL DISTRICT DIRECTOR
- SOUTHERN DISTRICT DIRECTOR

To serve as an officer in CAEOP, the candidate must have been a member for two years and possess the skills required to perform the duties of the office for which she/he is nominated.

To recommend a qualified candidate, please verify her/his interest in service and complete a recommendation form. The candidate will need to complete the "Statement of Candidate" form. Forms should be returned as instructions indicate. If more forms are needed, please duplicate or visit our web page at www.caeop.org under Elections.

Timeline

1. Nominations will be accepted during the months of November and December. All recommendations must be postmarked no later than **December 16**.
2. The ballot will be mailed to all CAEOP members by the end of December. The ballot must be returned to the Elections Chair and postmarked no later than **January 30**.
3. The ballots will be tallied under the direction of the Elections Committee and the results will be announced during the Business Meeting at the Annual Conference.
4. The elected officers will be installed at the Annual Conference at the Installation Banquet.

If further information is needed, please contact Lorri Kilby at lokilby@kern.org or call 661-636-4629.

Lorri Kilby
Central District Director/
Elections Chair



VP MEMBERSHIP

Seasons are a funny thing when you work full time. Every year the hustle of school starting can be so stressful... Between the bus passes and entertaining of the pool interview applicants, inevitably I run into a number of people who had the summer off and they all seem to ask the same question, "How was your summer?" Working in the District Offices, I find summer to be a busier time of year compared to the rest of the school year when we are fully staffed. Sometimes, I feel like I never had a summer. My seasons have become associated with the corresponding needs at work; instead of summer I have the end and beginning of the fiscal year, for fall I have the bus passes, winter is cold and flu "substitute season", and lastly, spring is testing season. At some point, in the midst of these seasons (and when it's typically the busiest and most strenuous) I find yet another area of my life that needs attention.

Trying to balance work and real life, car, health, whatever it is, it can just be so overwhelming. Just when I think I am pretty sure that I have nothing more to give, I'm asked to reconnect with an organization I have been committed to for years. I admit I have a hard time saying "no". I go home exhausted and my husband questions why I need to do it all. Why do I need to do it all? In reevaluating my priorities I'd decided to pull back from the over committed lifestyle I seem to thrive on and prepared to go into the next day's battle ready to say "no!" When I got into work and opened my calendar I was bombarded with reminders filling each day for months and months on end. I see meetings, birthdays, anniversaries, showers, and more. Within all these events I am reminded of so many wonderful people that I have met along my journey and then I realize - if I back out of a commitment, even to just one of the groups I belong to, I miss out on these amazing connections.

The anniversaries, birthdays and the special moments have made me feel so much closer to the people I have gotten the pleasure to know over the years. In reviewing this, I know that the storm will always pass and I will have the time to do all of the things I want to do. Just like Barb Schmidt says, "How do you eat an elephant?" We eat the elephant one bite at a time, and by the end, we have completed the goal. This is the time of year I urge you to go beyond your own comfort levels and recommit to our Association. I know firsthand that it is hard to do it all, but remember things DO come together after the seas settle. Your local chapter needs your support, numbers are dwindling and they are not the only ones in need! Your State and National Association also need you.

It is hard to spread the love over all three, but I urge you to remember the good times that will come when you reconnect with all your friends and associates. At the end of the day, the flyer you made and the mailing you sent may be easily forgotten but the card or happy meeting with a friend will stake a claim in your memory and reward you for your extra efforts. I hope all of you will renew your membership and continue to urge the people around you to so do as well. Together we create a better tomorrow.



Allison Isambert, CEOE
akisambert@gmail.com
(949)290-4269
23 Albergar
San Clemente, CA 92672

Professional Incentive Program—PIP



Why should you participate? If you are like most educational office professionals, you are already doing the things that will qualify you to participate in this exciting recognition program! It's time to start documenting all your accomplishments. You'll be pleasantly surprised to see all that you have achieved during your professional life, and its documentation will be a tangible record that can assist you in promoting yourself in the workplace. You constantly give of yourself to others and forget to recognize yourself. It's time to embark on a journey of self-awareness and peer recognition! We want to recognize your excellence with an official Professional Incentive Program (PIP) certificate and pin at the conference or meeting of your choice. So what are you waiting for? Invest in yourself today! Get more information at www.caeop.org/pip.htm or contact the PIP Coordinator, Adrian Ober, at aober@orangeusd.k12.ca.us or at 714-628-4325.

A FLASH FROM THE PAST

President’s Message from the January 1978 CALLIE— Eleanor Franksen

It is really hard to believe that it is almost conference time again!

Much has happened—
Much has been done—
Much remains to be done.

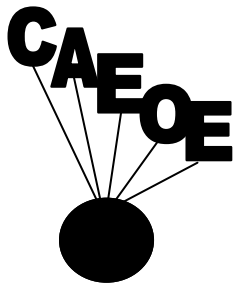
No president, or officer nor any member of the Executive Board can really change your organization. We may have lofty goals and great ambitions but ultimately, CAEOE will be what the individual members want it to be.

You have an opportunity which may not tarry or ever return. CAEOE is currently the ONLY professional organization for educational clerical support staff. We are currently providing UNPRECEDENTED services to our members, our administrators and the school district of California.

I have encouraged CAEOE membership wherever I have gone because I believe in it. Membership offers opportunities for growth and experience which are unattainable in any other manner.

A majority of those who have been truly active and involved in CAEOE have gone on to bigger and better jobs—attributed at least in part to their experience and CAEOE activity.

Only *YOU* can decide to take advantage of or reject the opportunities available to you.
Only *YOU* can encourage your coworkers to take advantage of the opportunities of membership.
Only *YOU* can make CAEOE the largest, best professional organization in the state.



DO YOU REMEMBER THIS LOGO?



Marion Maxene Westbrook
April 26, 1930—July 31, 2013

It’s sad to say but we lost a three timer on July 31, 2013. Maxene was a member of Kern Association of Educational Office Professionals (KAEOP), California Association of Educational Office Professionals (CAEOP) and National Association of Educational Office Professionals (NAEOP).

Maxene served as KAEOP President from 1981-1982, CAEOP President 1998–1989 under the theme “Shaping Tomorrow Together” and joined NAEOP in July 1982. She retained her membership throughout the years and will be missed by many.

2013-2014 CAEOP BOARD

Linda Rush, President
lrush13@roadrunner.com

Rosemary Duff, President Elect
Rosemary.duff1@gmail.com

Beano Cameron, Immediate Past President
beanocameron@att.net

Allison Isambert, Vice President Membership
aisambert@lbusd.org

Patty Shultz, Vice President Inservice
pashultz@kern.org

Mary Quirino, Vice President Publications
mary_quirino@khsd.k12.ca.us

Christine Harris, Recording Secretary
Christine.harris@puhsd.org

Kathy Ramos, Treasurer
karamos@kern.org

Lorri Kilby, Central District Director
lokilby@kern.org

Debby Moore, Southern District Director/
Elections Chairman
Debby.Moore@lmsvsd.k12.ca.us



Gita Halderman, Northern District Director/
Legislation Chairman
gitaha@scusd.edu

Adrian Ober, Professional Incentive Program Coordinator
aober@orangeusd.k12.ca.us

Kathryn Miller, Finance/Budget Chairman
kamiller@kern.org

Kenton Miller, Web Site Coordinator
kmiller@csu.edu

Sharon Callahan, Presidential Advisor/
Poster Contest Chairman
scallaha@hemetusd.k12.ca.us

Becky Shipley, Executive Contracts Consultant
beckyorr2013@gmail.com

Barbara Friese, Promotions Chairman
bfriese2008@att.net

Kathryn Miller/Beano Cameron
2014 Conference Co-Chairman

Debbie Blodgett, Scholarship and Awards
Chairman
dblodgett@hemetusd.k12.ca.us
Be sure to visit our website:



By-Laws Changes

Your CAEOP Board is proposing the following By-Law change. We continue to recruit new members for open board positions. We will always attempt to have currently employed members prepared to make the step to all of the board offices. This is meant to be an alternative should we have this ongoing situation. The following five positions are not available to the retiree or life member: Central, Northern, and Southern District Director; President Elect or President. These positions need to be held by currently employed members who will be aware of the ever-changing situations in our school systems. Our addition is in bold below and the first sentence changed as per the strikeout.

Please review and be prepared to vote on this change at the Business Meeting to be held on March 2014 Annual Conference. If you have any additional questions you may contact Beano Cameron, Past President via email beanocameron@att.net.

ARTICLE IV – MEMBERSHIP

Section 6. Retired membership in the Association shall be open to any retired educational office employee. ~~who has been a member of the Association.~~ The purpose of the Retired membership shall be to work for the mutual interest of its members and the Association. Retired and Life members in good standing shall be eligible for elected office's except Central, Northern, and Southern District Director; President Elect or President



Mary Quirino
Editor, CALLIE
5801 Sundale Ave.
Bakersfield, CA 93309

